

PUPILS' OUTLINES FOR HOME STUDY

IN CONNECTION WITH SCHOOL WORK

GRAMMAR

By D. E. AXELSTROM

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PARTS OF SPEECH

The Parts of Speech are the noun, pronoun, adjective, verb, adverb, conjunction, preposition, and the interjection.

The way in which a word is used in a sentence determines its part of speech.

Inflection—Is a change in the form of a word to show some change either in its use or in its meaning; as, book, books—boy, girl—ride, rode—dog, dog's.

NOUN

1. Classes.

(A.) PROPER.

(B.) COMMON.

- 1. Abstract.
- 2. Collective.

2. Inflections.

(A.) PERSON.

- 1. First.
- 2. Second.
- 3. Third.

(B.) NUMBER.

- 1. Singular
- 2. Plural.

(C.) GENDER.

- 1. Masculine.
- 2. Feminine.
- 3. Neuter (Common).

(D.) CASE.

- 1. Nominative.
- 2. Possessive.
- 3. Objective.

A noun is a word which is used to name something; as, boat, Mary, city, Delaware.

Proper Noun—Is a name which is applied to one particular thing in the whole class; as, Mary, Hudson River.

Common Noun—Is a name which may be applied to anyone of a whole class of things; as, girl, river.

Abstract Common Noun—Is the name of some quality, action or condition which has been separated or abstracted from the thing to which it belongs; as, smoothness, walking, cloudiness.

The polished stone has the quality of *smoothness*, a term which may be applied to many other things, but the word *smoothness* does not name a concrete thing, but a quality, and when spoken of alone is called an abstract common noun.

Cloudiness is a condition of the atmosphere, weather, etc. It does not name a concrete thing though it may be applied to a certain condition of the atmosphere.

Many abstract nouns end in *ness* and *ty*.

An abstract noun naming a quality is usually formed from an *adjective*.

ADJECTIVE.

smooth
high
free
wise

ABSTRACT NOUN.

smoothness
height
freedom
wisdom

Abstract nouns naming an action are usually formed from *verbs*.

VERB.

serve
grow

ABSTRACT NOUN.

service
growing or growth

Participial noun—See Verbs p. 25

A **collective noun** is one which is the name of many things considered together in one group:

regiment (made up of many soldiers)

flock (made up of many animals; such as, birds, sheep or goats)

jury (made up of several men)

forest (made up of many trees)

Collective nouns become proper instead of common nouns when used as the name of a particular group; as, The Congress of the United States.

A **predicate noun** is one which is used to complete a copulative verb or a verb in the passive voice. It modifies the subject, means the same as the subject, and is of the same case as the subject.

Person is that inflection of a noun which indicates whether it is the speaker (*first person*), the listener (*second person*), or that which is spoken about (*third person*).

Number is that inflection or change of a noun which indicates a difference in the number of things.

Singular Number indicates one; as, boy.

Plural Number indicates more than one; as, boys.

Formation of Plurals

1. If there is not an increase of syllables add *s* to the singular; as, girl, girls.

EXCEPTIONS—But if a new syllable is made in forming the plural add *s* to the *final e*, and *es* to the other endings *s*, *x*, *z*, *ch*, or *sh*; as, kiss, kisses—box, boxes—adz, adzes—church, churches—sash, sashes.

- 2 (a). When nouns end in *o* preceded by a *consonant* the plural is usually formed by adding *es* without an extra syllable being formed.

buffalo	echo	mosquito	potato
calico	flamingo	motto	tomato
cargo	hero	mulatto	tornado
domino	manifesto	negro	volcano

The following are some of the exceptions to this rule. Such words add *s* only.

bravo	embryo	portico	stiletto
canto	grotto	quarto	tyro

- (b). Nouns ending in *o* preceded by a *vowel* usually form their plural by adding *s*; as, bamboo, folio, nuncio, oratorio, portfolio.

3. (a). Nouns ending in *y* preceded by a *consonant* change *y* to *i* and add *es* without forming a new syllable; as, fly, flies.

- (b). Nouns ending in *y* preceded by a *vowel* add *s* only; as, monkey, monkeys.

4. Most nouns ending in *f* or *fe* add *s* to form the plural; cuff, cuffs.

Thirteen nouns ending in *f* and three in *fe* change *f* or *fe* to *v* and add *es*; as,

beef	loaf	sheaf	wolf
calf	leaf	staff	knife
elf	shelf	thief	life
half	self	wharf	wife

5. A few nouns form their plurals by a change of spelling; as,

SINGULAR	PLURAL	SINGULAR	PLURAL
man	men	tooth	teeth
foot	feet	mouse	mice
goose	geese	woman	women

A few nouns have plurals ending in *en*: as ox, oxen—child, children.

6. (a). Compound nouns usually add *s* to the principal word to form the plural; as, mother-in-law, mothers-in-law.

- (b). A few compound nouns change both words; as, woman-servant, women servants—man-servant, men-servants.

- (c). Compounds ending in *ful*, or those which have their principal word last, form the plural in the regular way by adding *s*. Handful, handfuls—outbreakings, outbreaks.

7. Some nouns found in pairs and consisting of more than one part, are used only in the plural; as, scissors, trousers.

Some nouns from their nature are used only in the singular; as, abstract nouns—pride, meekness.

Some nouns are used as singular but more frequently plural; as, alms, amends, pains, riches, etc.

8. Some nouns have two plural forms owing to their difference in meaning. Fish, fishes (separately)—fish (collectively).
9. A noun modified by a numeral often omits the plural form; as, a three-foot ruler.
10. Proper nouns and the names of persons have no plural, but if more than one has the same name or title, prefix the article *the* and add *s* to the noun; as The Smiths.

Gender is that inflection or change of a noun which indicates its sex.

Masculine gender indicates living beings of the male sex; as, boy, man.

Feminine gender indicates living beings of the female sex; as, girl, woman.

Neuter gender indicates things without life and distinction of sex; as, stone.

Common gender indicates that the noun may be either male or female; as, friend, nurse, cat, physician.

GENDER is indicated in *three ways*.

1. By using another word for the *feminine* than that used for the *masculine*.

MASCULINE.	FEMININE.	MASCULINE.	FEMININE.
boy	girl	husband	wife
brother	sister	king	queen
bull	cow	man	woman
cock	hen	master	mistress
drake	duck	nephew	niece
father	mother	son	daughter
gander	goose	uncle	aunt
horse	mare	wizard	witch

2. By adding *ess* to the *masculine* to form the *feminine*.

- a. Without change of form—

MASCULINE.	FEMININE.	MASCULINE.	FEMININE.
baron	baroness	prince	princess
heir	heiress	tiger	tigress
Jew	Jewess	god	goddess
lion	lioness	actor	actress
pa'ron	patroness	emperor	empress
priest	priestess	governor	governess
shepherd	shepherdess	waiter	waitress
giant	giantess	duke	duchess

EXCEPTIONS.

(a.) In a few foreign words the termination *a* or *trix* or *ine* is used; as, Sultan, Sultana; executor, executrix; Joseph, Josephine.

(b.) Hero takes *ine* and becomes heroine for the feminine.

(c.) Widow takes *er* and becomes widower for the masculine.

3. By using a word of either masculine or feminine gender with a noun of the common gender.

MASCULINE.	FEMININE.
he-bear	she-bear
man-servant	maid-servant
landlord	landlady

Things without life are regarded as neuter, but these are sometimes personified in poetry, etc., and then become masculine or feminine; if strong and powerful they are considered as masculine; if light and graceful, as feminine.

The sun in *his* glory arose from out of the sea.

The moon shed *her* pale yellow light over all.

Case is that inflection or change of a noun to show its different uses in a sentence.

Nominative case is that form of the noun which indicates that it is used as a subject of a finite verb.

A word used as a predicate noun (attribute); a noun independent by address; independent by exclamation; independent with a *participle*; or in apposition with another noun of the same case, is in the nominative case.

ILLUSTRATIONS.

1. The *pencil* is lost. (Subject).
2. The lost article is a *pencil*. (Predicate noun or attribute).
3. *Mary*, give me the pencil. (Independent by direct address).
4. Poor *child!* She will have a hard time. (Noun independent by exclamation).
5. The *pencil* having been lost, I left. (Noun independent with a participle, or nominative absolute).
6. Her gift, the *pencil*, was lost. (Noun in apposition with another noun in the nominative case).

(Such independent forms as are found in 3 and 5 are always separated from the rest of the sentence by commas).

Possessive case is that form of the noun which indicates ownership; as, the *boy's* hat.

Rules for forming the possessive.

1. The possessive singular is formed by adding an apostrophe and *s* to the nominative, singular; as, man, man's.
2. The possessive plural is formed by adding only an apostrophe if the nominative plural ends in *s*, as flies, flies'; otherwise by adding both an apostrophe and an *s* to the nominative plural; as men, men's.
3. If there are two or more nouns connected and a joint ownership is to be indicated, only the last noun takes the sign of the possessive; as, Mary and John's uncle was here.
4. If there are two or more nouns connected and separate ownership is to be indicated, each noun takes the sign of the possessive; as, Emerson's and Macaulay's Essays are much admired.
5. In a compound noun the possessive sign is added to the last word; as, It is the commander-in-chief's order.
6. The prepositional phrase introduced by *of* is sometimes used instead of the possessive case to indicate ownership.

Queen Victoria's fame was world-wide,
The fame of Queen Victoria was world-wide.

7. The apostrophe and *s* do not always show possession; as, There were four 3's in the column.
8. Sometimes in the singular possessive only the apostrophe is used to prevent a hissing sound; as, Dickens' books were often read by the pupils.
9. A noun preceding a gerund or a noun participle must be in the possessive case. We enjoyed *John's* playing very much.
10. The possessive sign for neuter nouns is rarely used. The prepositional phrase being preferred; as, The tree's leaves, better The leaves of the tree.
11. If two nouns are in apposition in the possessive case the sign of possession is only added to the last one; as, My brother John's book.
12. Proper nouns form their possessive the same as common nouns.

Objective case is that form of the noun which indicates usually that it is used as an object of a verb, preposition, or verbal, or in apposition with a noun in the objective case, or as the subject of an infinitive (equivalent of an adverbial phrase).

ILLUSTRATIONS.

1. You found the *pencil*. (Object of a verb).
2. The lead in the *pencil* is broken. (Object of a preposition).
3. He, having lost the *pencil*, felt badly. (Object of a participle).
4. Losing the *pencil* was careless. (Object of a gerund).

5. He lost his present, the *pencil*. (Noun in apposition with a noun in the objective case).

6a. He worked (for) three *hours*. (Objective used adverbially to show either measure, time, distance, quantity, direction, or place, etc.).

6b. He gave (to) *John* the pencil. (Indirect object of the verb *gave* or adverbial objective of the verb *gave*).

7. He made the *boy* lose the pencil. (Subject of infinitive).

Declension is the arrangement of nouns according to their number and case.

SINGULAR.		PLURAL.	
Nom.	boy	Nom.	boys
Poss.	boy's	Poss.	boys'
Obj.	boy	Obj.	boys

Parsing a noun. In parsing a noun—state first, class to which it belongs, then give in order the inflections, person, number, gender, case, telling how it is used in the sentence, whether as subject or object of a verb, etc.

The *boy* is here. *Boy* is a noun, common, 3rd, singular, masculine, nominative case, subject of the verb *is*.

Rules of Syntax.

1. A noun used as the subject of a finite verb must be in the nominative case. *John* caught the fish.

2. A noun used as the subject of an infinitive verb must be in the objective case. She asked *Mary* to go.

3. A noun used as the object of a preposition or a transitive verb, or of a verbal derived from a transitive verb, must be in the objective case.

The ball of *twine* was lost. (Object of preposition).

John caught the *ball*. (Object of transitive verb).

John tried to catch the *ball*. (Object of infinitive).

Catching the *ball* is fun. (Object of gerund).

John catching the *ball* won the game. (Object of participle). } Verbals.

4. A noun in apposition with another noun must have the same case as the noun explained.

John, the *painter*, won the case. (Nominative case.)

They like their friend, John. (Objective case).

5. A noun which is a predicate complement must agree in case with the subject.

If the verb is copulative or in the passive voice the predicate complement must be in the nominative case.

The predicate complement of a copulative infinitive must be in the objective case, for the subject of an infinitive is always in the objective case.

He was the *man*. (Nominative case).

He was chosen the *President* by the Society. (Nominative case).

They wished him to be their *captain*. (Objective case).

After the passive voice of certain transitive verbs as, choosing, electing, calling, appointing, etc., we have predicate complements. Illustrations:—This child was called Mary. He was chosen captain. He was elected president.

6. Nouns indicating persons addressed are in the nominative case. *John*, you go.

7. Nouns used independently are nominative. The *sun* having set, we went home.

8. Nouns used as indirect objects are in the objective case. They immediately follow the verb, and the preposition *to* may be supplied before them without changing the sense of the sentence.

He gave (to) *John* the book.

PRONOUN

I. Classes.

A. PERSONAL	1. Simple	2. Compound
B. INTERROGATIVE		
C. RELATIVE		
D. ADJECTIVE	1. Demonstrative	2. Indefinite

II. Inflections. (Same as noun.)

a. PERSON.	b. NUMBER.	c. GENDER	d. CASE
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Pronoun is a word used to indicate some person, place or thing without naming it.

Antecedent is the noun naming the person, place or thing which is indicated by the pronoun. *John, who lost the pencil, is here.*

A simple personal pronoun when used alone indicates by its form whether it refers to the speaker, the person spoken to, or the person or thing spoken about.

The various forms of the simple personal pronouns are as follows:

DECLENSION.

First Person, or Speaker.

SINGULAR.	PLURAL		
Nom. I		Nom. we	
Poss. my or mine		Poss. our or ours	
Obj. me		Obj. us	

Second Person or Person Spoken to.

SINGULAR.	PLURAL		
Nom. thou		Nom. ye or you	
Poss. thy or thine		Poss. your or yours	
Obj. thee		Obj. ye or you	

Third Person or Person or Thing Spoken About.

SINGULAR.	mas.	fem.	neuter.	PLURAL
Nom.	he,	she,	it.	Nom. they
Poss.	his,	her or hers,	its.	Poss. their or theirs
Obj.	him,	her,	it.	Obj. them

The first and second persons are not inflected for gender either in the singular or plural, as we are supposed to know the gender; neither is the third person plural, as that is learned from the way it is used in the sentence.

You is now used in either the singular or the plural and this must be determined by the sentence, but it is always followed by the plural form of the verb.

No apostrophe is used in the possessive case of personal pronouns.

As shown in the above declension the possessive has two forms—the first, being used before nouns expressed; the second before nouns understood, or when, though possessive in form, they are used in the objective or nominative case as the object, attribute, or subject of the verb; as, I have your book; I have yours.

IT and ITS though neuter are frequently used in referring to babies or young children.

When the antecedent of a pronoun is a phrase or clause, the pronoun is third person, neuter gender.

Compound personal pronouns are such as are formed by adding *self* or *selves* to the simple personal pronouns.

The form of the nominative and objective is the same; and there is no possessive. In sentences instead of the possessive we use such forms as *my own*, etc.

DECLENSION.

SINGULAR	PLURAL		
Nom. myself		Nom. ourselves	
Poss. —		Poss. —	
Obj. myself		Obj. ourselves	

SINGULAR.	PLURAL.
Nom. thyself	Nom. yourselves
Poss. ——	Poss. ——
Obj. thyself	Obj. yourselves
SINGULAR.	PLURAL.
Nom. himself, herself, itself	Nom. yourselves
Poss. ——	Poss. ——
Obj. himself, herself, itself	Obj. themselves

Uses of Compound Personal Pronouns.

1. For emphasis—then they are in apposition with the noun to which they refer; as, I, *myself*, will go.
2. To indicate reflex action—that the doer receives his own act, not someone else. It is the object of a verb or preposition and refers back to the subject.
I must blame *myself*. He did it to *himself*.
3. Instead of simple personal pronouns. She brought Mary and *myself* a book.

Inflections.—Same as noun.

Parsing.—Same as noun. He gave *it* to him. *It* is a simple personal pronoun, third singular, neuter, objective case, object of verb gave.

Interrogative Pronouns are those pronouns which are used in asking questions.

The principal ones are WHO, WHICH and WHAT

DECLINATION.

DECLINATION.		PLURAL.	
SINGULAR.		NOM.	PLURAL.
Nom.	who	Nom.	who
Poss.	whose	Poss.	whose
Obj.	whom	Obj.	whom

WHICH and WHAT are not usually declined, but some authors decline WHICH by making WHOSE the possessive, and using WHICH in the nominative and objective.

WHO is used to indicate persons

THAT is used for persons, animals, or things.

WHAT is used for persons

WHICH to indicate either animals or things.

Sometimes WHICH and WHAT modify nouns. They are then no longer pronouns but INTERROGATIVE ADJECTIVES; as, *Which book is it?*

An interrogative pronoun agrees with its antecedent in person, number and gender. The antecedent is usually found in the answer to the question. The verb following the pronoun must be of the same form as that following the antecedent.

Parsing.

1. Class.
2. Antecedent with which it agrees in *person*, *number*, and *gender*.
3. Case (this has nothing to do with the antecedent).
4. How used—whether it is subject, object, etc.

Who is there? (Answer) John. Who is an interrogative pronoun and agrees with its antecedent *John*, in third, singular, masculine. It is in the nominative case, subject of the verb is.

Relative pronoun is one used to refer to an antecedent (noun, pronoun, phrase, or clause) and introduces and connects a clause which modifies the antecedent; hence relative pronouns are never found in simple sentences.

The RELATIVE PRONOUNS are, WHO, WHICH, WHAT, THAT, and sometimes AS.

Declension of WHO and WHICH see above.

THAT, AS, WHAT, are not declined.

AS is a relative pronoun if it is used after *such* or *the same*. She is always kind to such as she loves.

If THAT, used as a relative, is the object of a preposition the preposition never precedes it, but is found at the end of the sentence.

Relative pronouns in the objective case are often omitted in speaking or writing but should be supplied in analyzing; as, They read every word (that) he wrote. THAT connects the two clauses and is object of the verb *wrote*. THAT and other relative pronouns introduce adjective clauses.

WHAT is *neuter* and is either in the *nominative* or *objective* case. It is equivalent to THAT WHICH. It introduces a noun clause.

I bought *what* you said. I bought *that which* you said.

THAT is used as the object of the verb, *bought* and WHICH as the object of the verb, *said*; or, WHAT, as the object of the verb, *said* and the whole clause "*what you said*" as the object of the verb, *bought*.

relative clauses are

1. *Explanatory* (should be set off by commas).

2. *Restrictive* (meaning is limited by its use and no comma is needed).

DISTINCTION BETWEEN EXPLANATORY AND RESTRICTIVE CLAUSES—

If *and it*, *and they*, etc., can be substituted for the relative pronoun the clause is explanatory.

I will see the boy *that* has the book. (Restrictive).

I will give it to the boy, *who* (and he) has the book. (Explanatory).

WHO is used to indicate persons.

THAT is used to indicate persons, animals and things.

WHICH is used to indicate animals and things.

WHAT is used to indicate things.

AS is used to indicate persons and things.

BUT is used as a relative if THAT NOT or WHO NOT can be substituted for it; as, There is no home but has a vacant chair. There is no home, *that* has *not* a vacant chair.

Relative pronouns should be placed as near as possible to the word they modify.

Parsing—Same as interrogative pronouns.

The book *that* was lost is here. *That* is a relative pronoun and agrees with its antecedent book in third, singular, neuter. It is in the nominative case subject of the verb *was*.

Compound relative pronouns are such as are formed by adding *ever so* or *so ever* to the relatives WHO, WHICH, and WHAT.

The following is the only one which is inflected or declined:

SINGULAR	PLURAL
Nom. <i>whosoever</i>	Nom. <i>whosoever</i>
Poss. <i>whosesoever</i>	Poss. <i>whosesoever</i>
Obj. <i>whomsoever</i>	Obj. <i>whomsoever</i>

Antecedent and Inflections—see Pronoun Page 7.

Parsing—same as simple relatives.

Adjective pronouns are such pronouns as represent both an adjective and a pronoun.

This is a pretty picture—meaning *this picture*, etc.; but if the noun is expressed *this* is no longer a pronoun but an adjective.

TWO CLASSES of Adjective Pronouns.

1. **Demonstrative pronouns** are such as point out, they are

THIS and its plural THESE, THAT and its plural THOSE.

They do not change their form to indicate case.

2. Indefinite pronouns are such as do not refer to any particular thing. The most common are—

any	both	else	naught	other
another	certain	every	neither	several
all	each	few	none	some
aught	either	much	one	such

(Singular—Poss. one's self, or oneself).

Rules: 1. A pronoun used as the subject of a finite verb must be in the nominative case; as *He* caught the fish.

2. A pronoun used as the subject of an infinitive must be in the objective case; as, Mary told *him* to study.

3. A pronoun used as the object of a preposition, of a transitive verb, or of a verbal derived from a transitive verb, must be in the objective case; as,

She brought it to *him*. (Object of preposition).

Buy *it* for him. (Object of verb).

To send *him* away was impossible. (Object of infinitive).

Sending *him* away was a dreadful ordeal. (Object of gerund).

The man, having sent *him* away, felt badly, (Object of participle). } Verbal

4. A pronoun must agree with its antecedent in *person, number* and *gender*.

The book which was lost is found—*which* is third, singular, neuter because antecedent book is third singular, neuter.

5. When the subject is a relative pronoun its verb must be of the same person and number as the antecedent.

The book which was lost is found. The verb *was* is third, singular, because book the antecedent of *which* is third, singular.

6. A relative pronoun whose antecedent is a phrase or clause is third, singular, neuter.

She did not say a word to him *who* lost the book.

The boy is very clever *which* makes his services valuable.

7. A relative pronoun should not refer to an antecedent in the possessive case.

8. A pronoun in apposition with another noun or pronoun must have the same case as the noun or pronoun explained.

To send him away, *him* who was so sickly, was impossible.

Is the girl your friend, *she* whom we met this morning?

9. A pronoun which is a predicate complement must agree in case with the subject.

If the verb is copulative or in the passive voice the predicate complement must be in the nominative case.

The predicate complement of a copulative infinitive must be in the objective case, for the subject of an infinitive is always in the objective case.

Illustrations: I know it was *she* who did it. I know it to be *her* who did it.

10. If the pronoun has two singular antecedents connected by *and*, the pronoun takes the plural number; but if the antecedents are connected by *or* or *nor* the pronoun takes the singular number.

He and Mary lost their books. Neither he nor John lost his book.

11. Pronouns used independently are in the nominative case.

He losing, who shall win?

12. A pronoun used as an indirect object is in the objective case and immediately follows the verb. *To* may be supplied before the pronoun and still maintain the sense of the sentence.

He gave (to) *him* the book.

13. If the antecedent is a collective noun showing plurality, the pronoun must be plural; but if the collective indicates the singular, the pronoun must be singular.

The assembly adjourned having selected their chairman (plural).

The board will enforce *its* laws (singular).

14. When two subjects or antecedents are connected by *as well as* the pronoun (and the verb) must agree with the former.

The boys as well as the girl lost their books.

15. When two subjects or antecedents are preceded by *each*, *every* or *no* the pronoun (and the verb) must be singular.

Each boy ate his dinner before he left.

ADJECTIVE

I. Classes.

A. QUALITY—(descriptive).

B. QUANTITY.

1. Cardinal Numerals, one, two, three, etc.

2. Indefinite (any, all, both, each, every, enough, either, half, little, few, many, much, more, most, neither, nor, none, some, several).

C. DEMONSTRATIVE OR PRONOMINAL—(words that point out); as, this, that, these, those, former, latter, same, such, yon, yonder.

1. Ordinal Numerals—first, fifth, etc.

2. Article.

1. Definite—*the*.

2. Indefinite—*an*, *a*

D. PROPER ADJECTIVE.

II. Comparison.

A. POSITIVE.

B. COMPARATIVE.

C. SUPERLATIVE.

Adjective is a word used to qualify or limit the meaning of a noun or pronoun.

Adjective of quality is one which states some quality descriptive of the noun or pronoun with which it is used.

Proper adjective is an adjective of quality derived from a proper noun.

Adjective of quantity is one which limits the noun or pronoun with which it is used by stating the number or the quantity. They include cardinal numerals; as, one, two, etc., and words which do not state definitely the quantity; as, many, some, etc. (See Outline of Adjective above).

Demonstrative adjective is one which is used to point out something named by the noun or pronoun. (See list in the Outline of Adjective above).

They include ORDINAL NUMERALS; as, first, third, and ARTICLES of which there are two classes, the DEFINITE THE, denoting a particular thing or things, and the INDEFINITE A or AN denoting one, but not any particular one.

DEMONSTRATIVE ADJECTIVES are sometimes called pronominal adjectives, but if used alone they are pronouns.

PREDICATE ADJECTIVE is one used to complete a copulative verb and to modify the subject noun or pronoun.

RULES FOR THE USE OF THE ARTICLE.

1. *An* is used before the singular nouns beginning with a vowel sound, and *a* before those beginning with a consonant, or with a *u* sounded like *yū*.

EXCEPTION.—If the noun begins with the consonant sound of *h* and is accented on the second syllable, *an* should be used instead of *a*; as, *an historical* topic.

2. If two or more nouns refer to different things the article must be repeated before each connected noun; as

The teacher and the historian will attend to it.—This means that there are two persons, but if these nouns refer to the same person, the article should not be repeated; as, *The teacher and historian* will attend to it, meaning one person with two titles.

3 If two or more connected adjectives refer to different nouns having the same name, the article should be repeated; as, *A black and a brown dog*, means two animals; but if the connected adjectives refer to the same thing the articles should not be repeated; as, *A black and brown dog*, meaning one animal of two colors.

4. If a numeral adjective is used with a plural noun the two are taken together as a whole, and *an* or *a* used before them; but if the noun is singular and we wish to indicate plurality, *many* is used before the *an* or the *a*.

There are *a hundred things* to do. *Many a book* has been lost.

5. Articles should not be used before proper names, titles, arts, lessons, sciences, vices, virtues, or words denoting whole classes.

John did it. Falsehood is intolerable.

He is president of the club. Truth is to be sought for.

Drawing is a useful lesson. The bush is a kind of plant grown in Asia.

6. The article is placed before the noun or before its modifiers except such adjectives as the following:—*all, such, many, what, both, half* and those preceded by the adverbs *too, so, as, or how*; as, *Many a book was lost*.

7. The definite article is used to indicate a whole class or a particular object of a class.

Rules 2 and 3 also apply to the DEFINITE ARTICLE, unless for emphasis *the* is repeated before each noun or adjective.

8. If different connected adjectives are used with a plural noun the article need not be repeated before each adjective. If the article is repeated the noun must be used in the singular form. The Old and New Testaments. The Old and the New Testament.

9. THE is used with nouns which have already been referred to.

During the night a man was seen in the house. *The man* wore a coat.

A is sometimes a PREPOSITION—He goes a-hunting.

THE is sometimes an ADVERB—*The more he loses the more he risks.*

Comparison is the inflecting of an adjective to show degree. There are three degrees.

Positive Degree is the form used when no comparison is indicated.

Comparative Degree is the form used when two things or two groups have been compared. It is formed by adding *er* to the *positive*, or if more than two syllables, by prefixing the words *more* or *less* to the *positive*.

Superlative Degree is the form used when more than two things or groups have been compared. It is formed by adding *est* to the *positive*; or, if of more than two syllables by prefixing *most* or *least* to the *positive*.

RULES OF COMPARISON.

1. If the positive ends in a silent *e* only *r* or *st* are added; as, *able, abler, ablest*.

2. If the positive ends in a consonant preceded by a single vowel the consonant is usually doubled and *er* and *est* added; as, *hot, hotter, hottest*.

3. If the positive ends in *y*, preceded by a consonant, the *y* is changed to *r* and *er* and *est* added; as, *happy, happier, happiest*.

4. Double comparatives or superlatives are now considered incorrect, as *more happier, most happiest*.

5. Some adjectives are compared irregularly.

POSITIVE.	COMPARATIVE.	SUPERLATIVE.
good	better	best
bad, ill, or evil	worse	worst
little	less	least
much	more	most
many	more	most
forth	further	furthest

6. Adjectives expressing the highest degree, or those that do not have different degrees, are not compared; as horizontal, supreme.

Exceptions—correct and perfect are compared.

7. When *than* is used with a comparative, the thing compared must be excluded from the class with which it is being compared; as,

Russia is larger than all the other countries of Europe—for if *other* is not inserted we say it is larger than itself.

The verb is often omitted after *than*; as, He is taller than John (is).

8. If the superlative is used the thing compared must always be included in the whole class with which it is being compared, and this class is introduced by the preposition *of*; as, Russia is the largest of all the European countries.

Parsing.

1. Class.

2. Degree and comparison.

3. Use—noun or pronoun modified.

The *black* bear came down to the *hotel*. Black is an adjective of quality, positive degree, positive black, comparative blacker, superlative blackest, and modifies the noun *bear*.

He is *cold*. Cold is an adjective of quality, positive degree, compared cold, colder, coldest, used as the predicate complement of *is* and modifies the pronoun *he*.

RULES: 1. Pronominal adjectives, *each*, *one*, *either*, *neither*, should be used with singular nouns and require verbs accordingly. *Each boy has a book.*

2. *Either*, *neither* are used with reference to only two things; if more are referred to *any*, and *none* should be used. *Neither the boy nor his sister is here. Not any of the children have come.*

3. Two negatives together destroy each other—I *cannot* read *no* better.

4. Pronoun *them* should not be used for the adjective *those*—*Give me those books (not them books).*

5. *This* and *that* are used with the singular nouns and *these* and *those* with plural ones. Be careful to use *this* or *that* with kind or sort. *This sort of work must stop. These books are mine.*

6. Use of the article (see page 11).

7. An adjective modifier should be placed as near as possible to the word that it modifies. If it is a single adjective, or an adjective in a series it is usually placed before the noun, but if the adjective itself is modified, it is usually placed after the noun. If both an ordinal and a cardinal numeral modify a noun, the former is placed first. Adjectives, phrases and clauses should immediately follow the word modified.

VERB

I. Classes.

A. FORM

1. REGULAR (WEAK VERBS) 2. IRREGULAR (STRONG VERBS)

B. USE

1. TRANSITIVE 2. INTRANSITIVE 3. COPULATIVE

II. Inflections.

A. VOICE

1. ACTIVE 2. PASSIVE

B. MODE OR MOOD

1. INDICATIVE 3. IMPERATIVE
2. SUBJUNCTIVE 4. INFINITIVE (OCCASIONALLY)

C. TENSE (IN INDICATIVE AND SUBJUNCTIVE)

1. PRESENT 4. PRESENT PERFECT.
2. PAST 5. PAST PERFECT
3. FUTURE 6. FUTURE PERFECT

D. PERSON

E. NUMBER

Verb is a word which expresses action, being, or state.

Regular Verb is one which forms its past (preterit) and past participle by adding *d* or *ed* or *t* to the simple verb; as walk, walked.

Irregular Verb is one which forms its past and past participle usually by changing the vowels in the spelling of the simple verb; as, run, ran.

Principal Parts.—There are four principal parts to every verb: *present, past* (preterit) *present participle* (ending in *ing*) and *past participle*.

Transitive Verb is one that expresses an act affecting some person or thing.

I bought a book. (Active Voice). The window was broken. (Passive Voice).

INDIRECT OBJECT. Some sentences seem to have two objects: as, I gave him the book. Book is the object of the verb *gave*, and him the indirect object, or the object of a preposition understood (to him).

Intransitive Verb is one which expresses simply being, or state, or action which does not affect any person or thing.

The same verb may be transitive in one sentence and intransitive in another.
She wears a dress. The day wears away.

Copulative Verb is an intransitive verb which is completed by an adjective or a noun known as an ATTRIBUTE OR PREDICATE COMPLEMENT (predicate adjective or predicate noun) coupling it with the subject. If it is a predicate adjective it modifies the subject and if it is a predicate noun it means the same as the subject and is in the same case as the subject.

The most common copulative verbs are: APPEAR, BE, BECOME, FEEL, GROW, LOOK, PROVE, SEEM, SMELL, SOUND, TASTE, TURN.

DISTINCTION BETWEEN AN OBJECT OF A TRANSITIVE VERB AND A PREDICATE NOUN OF A COPULATIVE VERB:

(a.) Edward subdued the King. (b.) Edward becomes King.

In both sentences the subject EDWARD is the same and the object and the predicate noun KING are the same.

In (a) EDWARD performs the act and the KING, a different person, receives the act and for this reason is the object.

In (b) EDWARD does not perform any *act* and KING and EDWARD refer to the same person; BECOMES is not a transitive verb and hence KING cannot be an object but is instead a predicate noun after the copulative verb BECOMES.

Finite Verb.—A verb in the indicative, subjunctive or imperative mood is called a finite verb because its meaning is limited by having to agree with a subject in person and number.

Voice is a property belonging only to transitive verbs and indicates whether the subject is performing the act (ACTIVE VOICE) or whether the subject is receiving the act (PASSIVE VOICE).

FORMATION OF PASSIVE VOICE.—It is formed by prefixing some part of the verb *be* to the *past participle* of the main verb.

In changing the active form to the passive, the object of the former becomes the subject of the passive verb, and the subject of the active verb follows the passive verb and is preceded by the preposition *by*; as,

He hurt the dog. The dog was hurt by him.

Sometimes an indirect object will be made the subject and the position of the main object not affected; as,

The teacher will give you a book.

A book will be given you by the teacher. (Ordinary form).

You will be given a book by the teacher. (Unusual form).

Some passive verbs are followed by predicate nouns; as, Mary was elected treasurer.

Mood is that inflection of a verb by which is indicated the manner in which the act or state is expressed.

Indicative Mood is that inflection of a verb by which it states a fact, or what is supposed to be a fact, or asks a question.

Subjunctive Mood is that inflection of a verb by which it expresses a wish, a doubt, something not considered a fact but simply as having been thought of.

SIGNS OF THE SUBJUNCTIVE MOOD.

1. A verb in the subjunctive mood is found in a subordinate clause introduced by some one of the subordinate conjunctions BEFORE, EXCEPT, IF, LEST, THAT, THOUGH, UNLESS, UNTIL.

2. If the conjunction is not expressed, the verb is placed before the subject; or if there is more than one part to the verb, the subject comes after the first auxiliary.

Imperative Mood is that inflection of a verb by which it indicates a request or a command.

The subject is usually understood and is always in the second person; as, (You) Send it to me.

Tense is that inflection of a verb by which *time* is indicated.

Present Tense shows the present time and is the simple form of the verb; as, He likes it.

Past Tense shows the past time and is formed by a change of the vowel or by adding d or ed to the simple form of the verb; as, He ran home. He liked it.

Future Tense shows the future time and is formed by using shall or will with the simple form of the verb; as, He will like it.

Present Perfect Tense shows completion at the present time and is formed by the present tense of the verb have followed by the past participle of the main verb; as, He has liked it.

Past Perfect Tense shows completion at some past time and is formed by the past of have which is had followed by the past participle of the main verb; as, He had liked it.

Future Perfect Tense shows completion at some future time and is formed by the future tense of have; as, shall have or will have; followed by the past participle of the verb, as, He will have liked it.

In the SUBJUNCTIVE the future tenses are formed by using would and should instead of shall and will.

Person and Number.—The person and number of the subject decides the form of the verb. In the indicative except for the verb be, est shows the second person singular, and s shows the third person singular. For the verb be we have different words; as, am is used with I, the first person, singular; is, with the third person, singular.

Thou seest him there. He sees us now. I am here. He is here.

Conjugation is the orderly arrangement of the inflections of the verb.

CONJUGATION OF THE VERB, BE.

Principal Parts.

(PRESENT) be (PAST) was (PRESENT PARTICIPLE) being (PAST PARTICIPLE) been

INDICATIVE MOOD. PRESENT TENSE.

SINGULAR.

1. I am
2. Thou art or (you are)
3. He is

PAST TENSE

SINGULAR.

1. I was
2. Thou wast or (you were)
3. He was

PLURAL.

1. We are
2. You are
3. They are

PLURAL.

1. We were
2. You were
3. They were

PRESENT PERFECT TENSE

SINGULAR.

1. I have been
2. Thou hast been or (you have been)
3. He has been

PLURAL.

1. We have been
2. You have been
3. They have been

PAST PERFECT TENSE

SINGULAR.

1. I had been
2. Thou hadst been or (you had been)
3. He had been

PLURAL.

1. We had been
2. You had been
3. They had been

FUTURE TENSE

SINGULAR.

1. I shall be
2. Thou wilt be or (you will be)
3. He will be

PLURAL.

1. We shall be
2. You will be
3. They will be

FUTURE PERFECT TENSE

SINGULAR.

1. I shall have been
2. Thou wilt have been or
(you will have been)
3. He will have been

PLURAL.

1. We shall have been
2. You will have been
3. They will have been

SUBJUNCTIVE MOOD

PRESENT TENSE

SINGULAR.

1. I be
2. Thou be or (you be)
3. He be

PLURAL.

1. We be
2. You be
3. They be

PAST TENSE

SINGULAR.

1. I were
2. Thou wert or were or (you were)
3. He were

PLURAL.

1. We were
2. You were
3. They were

PRESENT PERFECT TENSE

SINGULAR.

1. I have been
2. Thou have been or (you have been)
3. He have been

PLURAL.

1. We have been
2. You have been
3. They have been

PAST PERFECT TENSE

SINGULAR.

1. I had been
2. Thou had been or (you had been)
3. He had been

PLURAL.

1. We had been
2. You had been
3. They had been

FUTURE TENSE

SINGULAR.

1. I should be
2. Thou wouldst be or (you would be)
3. He would be

PLURAL.

1. We should be
2. You would be
3. They would be

FUTURE PERFECT TENSE

SINGULAR.

1. I should have been
2. Thou wouldst have been or (you would have been)
3. He would have been

PLURAL.

1. We should have been
2. You would have been
3. They would have been

IMPERATIVE MOOD.**PRESENT TENSE.****SINGULAR.**

2. Be (thou or you)

PLURAL.

2. Be (you or ye)

INFINITIVES.

PRESENT TENSE. To be **PERFECT TENSE.** To have been
PARTICIPLES.

PRESENT. Being**PAST.** Been**PERFECT.** Having been**ORDINARY CONJUGATION OF THE VERB, GOVERN.
ACTIVE VOICE.****Principal Parts.**

PRESENT. govern **PAST.** governed **PRESENT PERFECT.** Governing **PAST PERFECT.** governed

INDICATIVE MOOD.**PRESENT TENSE.****SINGULAR.**

1. I govern	1. We govern
2. Thou governest or (you govern)	2. You govern
3. He governs	3. They govern

PAST TENSE.**SINGULAR.**

1. I governed	1. We governed
2. Thou governedest or (you governed)	2. You governed
3. He governed	3. They governed

FUTURE TENSE.**SINGULAR.**

1. I shall govern	1. We shall govern
2. Thou wilt govern or (you will govern)	2. You will govern
3. He will govern	3. They will govern

PRESENT PERFECT TENSE.**SINGULAR.**

1. I have governed	1. We have governed
2. Thou hast governed or (you have governed)	2. You have governed
3. He has governed	3. They have governed

FUTURE PERFECT TENSE.**SINGULAR.**

1. I shall have governed	1. We shall have governed
2. Thou wilt have governed or (you will have governed)	2. You will have governed
3. He will have governed	3. They will have governed

SUBJUNCTIVE MOOD.**PRESENT TENSE.****SINGULAR.**

1. (If) I govern	1. (If) We govern
2. (If) Thou govern or you govern	2. (If) You govern
3. (If) He govern	3. (If) They govern

PAST TENSE.**SINGULAR.**

1. (If) I governed	1. (If) We governed
2. (If) Thou governed or (you governed)	2. (If) You governed
3. (If) We governed	3. (If) They governed

FUTURE TENSE

SINGULAR.

1. (If) I should govern
2. (If) Thou wouldst govern or (you would govern)
3. (If) He would govern

PLURAL.

1. (If) We should govern
2. (If) You would govern
3. (If) They would govern

PRESENT PERFECT TENSE.

SINGULAR.

1. (If) I have governed
2. (If) Thou have governed or (you have governed)
3. (If) He have governed

PLURAL.

1. (If) We have governed
2. (If) You have governed
3. (If) They have governed

PAST PERFECT TENSE.

SINGULAR

1. (If) I had governed
2. (If) Thou had governed or (you had governed)
3. (If) He had governed

PLURAL

1. (If) We had governed
2. (If) You had governed
3. (If) They had governed

FUTURE PERFECT TENSE

SINGULAR

1. (If) I should have governed
2. (If) Thou wouldst have governed or (you would have governed)
3. (If) He would have governed

PLURAL

1. (If) He should have governed
2. (If) You would have governed
3. (If) They would have governed

IMPERATIVE MOOD.

PRESENT TENSE.

SINGULAR.

2. Govern (Thou or you)

PLURAL.

2. Govern (you)

PASSIVE VOICE OF VERB, GOVERN.

The passive is formed by using the different forms of the verb *be* with the *past participle* of the main verb *govern*.

INDICATIVE MOOD.

PRESENT TENSE.

SINGULAR.

1. I am governed
2. Thou art governed or (you are governed)
3. He is governed

PLURAL.

1. We are governed
2. You are governed
3. They are governed

PAST TENSE.

SINGULAR

1. I was governed
2. Thou wast governed or (you were governed)
3. He was governed

PLURAL.

1. We were governed
2. You were governed
3. They were governed

FUTURE TENSE

SINGULAR.

1. I shall be governed
2. Thou wilt be governed or (you will be governed)
3. He will be governed

PLURAL.

1. We shall be governed
2. You will be governed
3. They will be governed

PRESENT PERFECT TENSE.

SINGULAR.

1. I have been governed
2. Thou hast been governed or (you have been governed)
3. He has been governed

PLURAL.

1. We have been governed
2. You have been governed
3. They have been governed

PAST PERFECT TENSE**SINGULAR.**

1. I had been governed
2. Thou hadst been governed or (you had been governed)
3. He had been governed

PLURAL.

1. We had been governed
2. You had been governed
3. They had been governed

FUTURE PERFECT TENSE**SINGULAR.**

1. I shall have been governed
2. Thou wilt have been governed or (you will have been governed)
3. He will have been governed

PLURAL.

1. We shall have been governed
2. You will have been governed
3. They will have been governed

SUBJUNCTIVE MOOD**PRESENT TENSE****SINGULAR.**

1. I be governed
2. Thou be governed or (you be governed)
3. He be governed

PLURAL.

1. We be governed
2. You be governed
3. They be governed

PAST TENSE**SINGULAR.**

1. I were governed
2. Thou wert governed or (you were governed)
3. He were governed

PLURAL.

1. We were governed
2. You were governed
3. They were governed

FUTURE TENSE**SINGULAR.**

1. I should be governed
2. Thou wouldst be governed or (you would be governed)
3. He would be governed

PLURAL.

1. We should be governed
2. You would be governed
3. They would be governed

PRESENT PERFECT TENSE**SINGULAR.**

1. I have been governed
2. Thou have been governed or (you have been governed)
3. He have been governed

PLURAL.

1. We have been governed
2. You have been governed
3. They have been governed

PAST PERFECT TENSE**SINGULAR.**

1. I had been governed
2. Thou had been governed or (you had been governed)
3. He had been governed

PLURAL.

1. We had been governed
2. You had been governed
3. They had been governed

FUTURE PERFECT TENSE**SINGULAR.**

1. I should have been governed
2. Thou wouldst have been governed or (you would have been governed)
3. He would have been governed

PLURAL.

1. We should have been governed
2. You would have been governed
3. They would have been governed

IMPERATIVE MOOD**PRESENT TENSE****SINGULAR.**

2. Be (thou or you) governed

PLURAL.

2. Be (ye or you) governed

EMPHATIC FORM OF CONJUGATION

This is used in only two tenses and is formed by using the various forms of *DO* with the *present* of the *main verb*.

INDICATIVE MOOD**PRESENT TENSE****SINGULAR.**

1. I do govern
2. Thou dost govern or (you do govern)
3. He does govern

PLURAL.

1. We do govern
2. You do govern
3. They do govern

PAST TENSE**SINGULAR.**

1. I did govern
2. Thou didst govern or (you did govern)
3. He did govern

PLURAL.

1. We did govern
2. You did govern
3. They did govern

**PROGRESSIVE FORM OF CONJUGATION
ACTIVE VOICE**

This form indicates that the action is continuing at the time indicated by the form of the verb, and it is formed by using the different forms of *BE* with the *present participle* of the *main verb*.

PRESENT TENSE**SINGULAR.**

1. I am governing
2. Thou art governing or (you are governing)
3. He is governing

PLURAL.

1. We are governing
2. You are governing
3. They are governing

PAST TENSE**SINGULAR.**

1. I was governing
2. Thou wast governing or (you were governing)
3. He was governing

PLURAL.

1. We were governing
2. You were governing
3. They were governing

FUTURE TENSE**SINGULAR.**

1. I shall be governing
2. Thou wilt be governing or (you will be governing)
3. He will be governing

PLURAL.

1. We shall be governing
2. You will be governing
3. They will be governing

PRESENT PERFECT TENSE**SINGULAR.**

1. I have been governing
2. Thou hast been governing or (you have been governing)
3. He has been governing

PLURAL.

1. We have been governing
2. You have been governing
3. They have been governing

PAST PERFECT TENSE**SINGULAR.**

1. I had been governing
2. Thou hadst been governing or (you had been governing)
3. He had been governing

PLURAL.

1. We had been governing
2. You had been governing
3. They had been governing

FUTURE PERFECT TENSE**SINGULAR.**

1. I shall have been governing
2. Thou wilt have been governing or (you will have been governing)
3. He will have been governing

PLURAL.

1. We shall have been governing
2. You will have been governing
3. They will have been governing

PASSIVE VOICE.**PRESENT TENSE.****SINGULAR.**

1. I am being governed.
2. Thou art being governed or (you are being governed)
3. He is being governed.

PLURAL.

1. We are being governed
2. You are being governed
3. They are being governed

PAST TENSE.**SINGULAR.**

1. I was being governed
2. Thou wast being governed or (you were being governed)
3. He was being governed.

PLURAL.

1. We were being governed
2. You were being governed
3. They were being governed

NEGATIVE FORM OF CONJUGATION.

This is formed by placing *NOT* after the *main verb* or after the *first auxilliary*; as, (Affirmative) He is here. (Negative) He is not here.

(Affirmative) He does govern them. (Negative) He does not govern them.

(Affirmative) He will govern them. (Negative) He will not govern them.

INTERROGATIVE FORM OF CONJUGATION.

This is formed by placing the subject *after* the verb, or after the first auxilliary, or by using *DO* before the subject.

He is here. Is he here? (Interrogative.)

He will govern them. Will he govern them? (Interrogative.)

He does govern them. Does he govern them? (Interrogative.)

SYNOPSIS.

This is an orderly arrangement of the verb as to mood and tense but only for one person and number; as,

SYNOPSIS.—Third person, singular number, indicative mood, active voice, of the verb govern. *Present*: He governs. *Past*: He governed. *Future*: He will govern.

Present Perfect: He has governed. *Past Perfect*: He had governed.

Future Perfect: He will have governed.

Auxilliary verbs are such as are usually used with another verb rather than alone and so help to form the means by which we distinguish the mood, tense, person, and number of the verb it is used with.

PRESENT.

- may
- can
- will
- shall
- must
- have

PAST.

- might
- could
- would
- should
- must
- had

Parsing of the Verb

1. Classify as to form (if irregular give the principal parts).
2. Classify as to use.
3. Inflection Voice (if the verb is transitive).
4. Mood.
5. Tense.
6. Person { to agree with its subject.
7. Number {

He *bought* the book. Bought is a verb, irregular, buy, bought, buying, bought, transitive, active, indicative, past, and agrees with its subject *he* in 3rd, singular.

Rules of Syntax.

1. A copulative verb or a verb in the passive voice must be completed by a noun or pronoun having the same case as the subject.

He is the boy He was elected *leader*.

2. Transitive verbs must be completed by a noun or pronoun in the objective case; as, He bought a *book*.

If a clause separates a verb and its object care must be taken to have the object in the objective case; as, Him, that found the paper, we shall always suspect.

3. Two or more verbs connected by co-ordinate conjunctions must agree in mood and tense; as, If he *studies* the lesson and then *fails* to recite it, we will excuse him.

4. A verb must agree with its subject in person and number; as,

I *am* here. They *were* here.

5. A singular verb should be used with a collective noun, if considered as a whole, but if the individual parts are considered a plural verb should be used.

The board *agrees* to pay expenses. (Singular—Board as one body not several individuals.)

The jury *have* disagreed. (Plural—Each member having expressed his opinion.)

6. A plural verb should be used with two singular subjects connected by *and*, unless the two refer to the same thing, then a singular verb should be used.

The boy and his sister *are lost*. (Plural.)

His attorney and confidential clerk was there to receive him. (Singular.)

7. A singular verb should be used with two subjects connected by *or* or *nor*. Neither Mary nor John *reads* well.

8. A singular verb should be used after *each*, *every*, *either*, *neither*, *one*. Each child *has* his own pencil.

9. A singular verb should be used with the subject that is modified by a phrase which is introduced by *with*, *as well as*, *together with*.

Mary with her brother John *goes* to school every day.

10. A singular verb is used with a subject that is the title of a book, no matter what form that name takes; as, "The Birds" is a new book.

11. If the subject of a verb is a relative pronoun the verb has the same number and person as the antecedent; as, He who *sells* it will suffer.

12. If a verb has more than one subject, and these differ in person and number, it agrees with the one nearest; as, neither the men nor the captain *was killed*.

13. If a sentence begins with *there* or *here* as an apparent subject, the verb agrees with the real subject which is found after the verb; as, There *is* no place like home.

14. A verb in a subordinate clause must be either in the subjunctive or the indicative present, or in the indicative future, if the verb in the independent clause is in the present or future tense; as, I shall go if you wish me to.

15. A verb in the subordinate clause must be either subjunctive or indicative past or subjunctive future, if the verb in the independent clause is in the past tense; as, I went as you wished me to do. I went so that you could go.

16. A verb in the subordinate clause, if it is part of a clause which is always true, is in the past tense; even though the independent clause contains a verb in the past; as, He repeated the rule, that the sum of all the angles of a triangle is equal to two right angles.

17. Use *shall*, *will*, *may*, *can*, *must* in the subordinate clause if the independent clause contains a verb in either the present or future; and *should*, *would*, *might*, *could* if the independent clause contains a verb in the past tense.

18. A plural verb should be used if the subject is modified by two adjectives so as to indicate that two or more things are meant; as, The black and white dog were both lost.

19. A plural verb should follow, *few, most, some, many, several*; as, Few men *were* present.

Be careful of the contractions *don't* and *doesn't*. He *don't* know it. This should be—He *doesn't* know it, as *do not* is third, plural, and *does not* is third, singular, and the verb must agree with the subject *he* which is third, singular.

Do not use a singular verb after *you* or *they*.

ADVERB

I. Classes.

A. USE.

1. SIMPLE.	2. INTERROGATIVE.	3. CONJUNCTIVE.
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B. MEANING

1. TIME—WHEN?
2. PLACE—WHERE?
3. DEGREE—HOW MUCH OR HOW MANY? (*The* is an adverb of degree if used before an adjective in the comparative degree.)
4. MANNER—HOW? (Frequently formed from adjectives by adding LY.)
5. CAUSE OR CONSEQUENCE—WHY?
6. ASSERTION OR DENIAL—YES, NO, NOT (All independent elements).
7. NUMBER—TWICE, FIRST, etc.

II. Inflections.

Nearly all adverbs of manner or degree and a few others may be compared.

A. COMPARISON (Rules the same as for the adjective).

1. POSITIVE.	2. COMPARATIVE.	3. SUPERLATIVE.
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Adverb is a word modifying a verb, adjective, participle, or another adverb; as, He ran *quickly* to meet her. (Modifying a verb.)

The *very* smart child has come. (Modifying an adjective.)

He ran *very* quickly to meet her. (Modifying an adverb.)

Simple Adverb modifies the word used with it; as, He ran *quickly*.

Interrogative Adverb asks a question; as, *Where* is it?

Conjunctive Adverb is one used as a connective to join two clauses and to modify the verb in the subordinate clause. The whole subordinate clause modifies the verb, adjective or adverb in the independent clause. A conjunctive adverb may be changed into a phrase; as, Tell me *when* I should go. Tell me *at what time* I should go.

Phrase Adverb is one made up of two or more words taken together; as, *by and by*.

Two negatives together show affirmation and not negation; as, He *doesn't* make *no* sale.

Parsing Adverb.

1. Classify as to use.
2. Classify as to meaning.
3. Degree of comparison, if compared.
4. Verb, adverb, adjective, or participle that is modified.

He ran *quickly* to meet her. *Quickly* is a simple adverb of degree, and modifies the verb, *ran*.

Tell me *when* I should go. *When* is a conjunctive adverb of time, connects the clauses and modifies the verb *should go*.

Adverbs should be placed as near as possible to the word they modify.

PREPOSITION

Preposition is a word showing relation between its object, a noun or pronoun, and some other word which is modified by the phrase introduced by the preposition.

Sometimes, especially when the object is a relative or an interrogative pronoun, the preposition is placed after its object.

Phrase Preposition is one made up of two or more words used together as a preposition; as, *In spite of*.

Some prepositions are joined to verbs and so become a part of the verb and thus make transitive, a verb ordinarily intransitive; as,

He laughed at her. *She was laughed at by him.*

Parsing. Her dress *of* silk.

Of is a preposition and shows the relation between its object *silk*, and the noun *dress* which is modified by the phrase *of silk*.

Relations Shown by Prepositions.

In, on, at, by, near, to, up, over, down, etc., are used with reference to place.

At, should be used before a place if it is just mentioned as a point. He landed *at* New York.

In, should be used before a place if it is to be considered as being within the boundary of that place. He lived *in* New York.

Like, is a preposition and should not be used as a conjunction.

For, meaning *because*, is not a preposition, but a conjunction.

At, in, after, before, until, during, are used with reference to time.

At, by, in, and on, indicate rest.

To, toward, from, indicate motion.

Between is used with reference to two objects.

Among is used with reference to more than two objects.

Upon is used with reference to height, or where its meaning is *after*.

Aside is used to show something added to, or placed by the side of.

Of is used to show identity; as, The City of New York.

From should be used after *different*.

Rules of Syntax. The object of a preposition must be in the objective case.

CONJUNCTION

I. Classes.

A. CO-ORDINATE.

B. SUBORDINATE.

Conjunction is a word used to connect words, phrases, or clauses.

The boy *and* girl are here. (Words.)

The boxes of chalk *and* of erasers were left. (Phrases.)

The boy lost the book *and* the girl found it. (Clauses.)

Co-ordinate Conjunction is one that connects words, phrases, or clauses of the same kind or the same grammatical relation. Illustrations (see above).

Subordinate Conjunction is one that introduces a subordinate clause and connects it with the independent clause; as, I will go *if* you wish.

Correlative Conjunctions are co-ordinate conjunctions used in pairs; as, *Both, And; Neither, Nor; Either, Or; As, So*. (So should be used after a negative.)

Each member of the pair should come before the same part of speech; as, I know *neither* the author *nor* her books. (Before the two nouns, *author* and *books*.)

Phrase Conjunction is one made up of two or more words used together as conjunctions; as, *As well as*.

After the conjunction of comparison, *than* or *as* and sometimes after, *as though* or *as if*, part of the subordinate clause is omitted.

He is quicker *than* you (are quick).

He acted *as if* crazy. He acted as if (he were) crazy.

Like is not a conjunction but a preposition.

Parsing.—Simply state the class and name the two things connected.

The boy *and* the girl are here. *And* is a co-ordinate conjunction and connects the two nouns, *boy* and *girl*.

I will go *if* you wish. *If* is a subordinate conjunction and connects the two clauses.

Rules: *Such*, meaning cause and effect, should be followed by the conjunction *that*.
Both should be followed by *and*.
As used in the affirmative is followed by *as*.
As used in the negative is followed by *so*.
Not only followed by *but*.

INTERJECTION

Interjection is a word used to express sudden emotion and is used independently, forming no part of the sentence; as, Oh! He is hurt.

VERBALS

I. Classes.

A. Infinitives.

1. USES.	c. ADVEBR.
a. NOUN.	b. ADJECTIVE.
2. TENSES.	d. VERB. (occasionally).
a. PRESENT.	b. PERFECT.

B. Participles.

1. USES.	2. PERFECT.
a. NOUN.	1. PRESENT.
b. ADJECTIVE.	2. PAST.
1. PRESENT.	3. PERFECT.

Verbal is a term applied to infinitives, gerunds or noun participles, participles or adjective participles, because they are all derived from verbs and as such take adverbial modifiers—words, phrases, or clauses; and are either intransitive or transitive being completed by predicate nouns, predicate adjectives, or objects, and if transitive may be either active or passive.

Infinitive is a verbal formed by placing before certain parts of the verb the preposition *to* either expressed or understood.

Though *TO* with the verb usually indicates an infinitive it is not always expressed. It is usually omitted after such verbs and their participles; as, *Behold, bid, can, do, dare, feel, find, hear, help, let, mark, may, must, make, need, please, shall, see, will, watch*.

In one case the infinitive is not a verbal but a true *verb*, that is, when it has for its subject a noun or pronoun in the objective case which together with the infinitive forms the object of such principal verbs; as, *Telling, knowing, thinking, perceiving, etc.*

Participle is a verbal used as a noun or an adjective.

Noun Participle or Gerund is a word derived from a verb but used as a noun, generally the object of some preposition immediately preceding it. This, with any adjective modifiers that the participle may have, becomes either a subject, the object of a verb or preposition, or a predicate complement.

A preposition is not always expressed before the noun participle. It is then used directly as a subject or object, etc.

If what seems to be a noun participle is preceded by an *article* or an *adjective* and followed by a preposition, it is usually a COMMON ABSTRACT NOUN ending in *ing* rather than a noun participle.

TENSES. The *present tense* of the noun participle indicates that the act is not complete at the time expressed by the principal verb; as, *Being*.

The *perfect tense* of the noun participle indicates that the act has been completed at the time expressed by the principal verb, and the sign is *having* added to the *perfect participle*; as, *having been*.

Adjective Participle is a word derived from a verb but used as an adjective and partakes of some of the properties of both. It modifies a noun or pronoun which usually precedes it.

PARTICIPLES often become **ADJECTIVES OF QUALITY**, being placed before the noun which they modify and as such the element of time is not considered, and they are sometimes modified by adverbs of degree or comparison.

TENSES—*Present* and *Perfect*. See noun participle.

Past tense indicates that the action is completed. It is always passive, the word it modifies being the receiver of the action.

CONJUGATION.

Infinitives.

ACTIVE VOICE.

PRESENT TENSE. To govern

PERFECT TENSE. To have governed

PRESENT TENSE. To be governed

PASSIVE VOICE.

PERFECT TENSE. To have been governed

Noun Participle.

ACTIVE VOICE.

PRESENT TENSE. Governing

PERFECT TENSE. Having governed

PASSIVE VOICE.

PRESENT TENSE. Being governed.

PERFECT TENSE. Having been governed

ADJECTIVE PARTICIPLE.

ACTIVE VOICE.

PRESENT TENSE. Governing.

PERFECT TENSE. Having governed

PASSIVE VOICE

PRESENT TENSE.

PAST TENSE.

PERFECT TENSE.

Being governed

Governed

Having been governed

Parsing Verbs. 1. Classify as to whether infinitive or participle.

2. Transitive or Intransitive.

3. Voice (if transitive).

4. Tense.

5. How used, if a noun, what it is object of, subject of, etc.

If an adjective, what noun or pronoun it modifies.

ILLUSTRATIONS.—The boy *flying* the kite is the one. *Flying* is an adjective participle, transitive, active, present, and modifies the noun *boy*.

Flying a kite is fun. *Flying* is a noun participle, transitive, active, present, and used as the subject of *is*.

We ought *to forgive* him. *To forgive* is an infinitive, transitive, active, present, and used as part of the object of the verb *ought*.

Rules. 1. Never place another word between the two parts of an infinitive. (to and the verb.)

2. If the time expressed by the infinitive or the participle, is the same time or later time than that expressed by the principal verb, the present of the infinitive or participle should be used; but if they express a time previous to that expressed by the principal verb, the perfect should be used.

I meant to see her. (Not to have seen her.)

The intention must have occurred before the seeing.

He is said to have lost all his things. (Not to lose all his things).

The loss must have occurred before it could have been spoken about.

PHRASES

I. Classes.

- A. ACCORDING TO FORM
 - 1. SIMPLE 2. COMPOUND 3. COMPLEX
- B. ACCORDING TO INTRODUCTORY WORD
 - 1. PREPOSITIONAL 2. INFINITIVE 3. PARTICIPIAL
- C. ACCORDING TO USE
 - 1. NOUN 2. ADJECTIVE 3. ADVERB 4. INDEPENDENT

Phrase is a group of two or more words used as a single word or part of speech, in the sentence. It *never* contains a subject and predicate.

Simple Phrase is one not connected with any other phrase; as, *The box of paper* is here.

Compound Phrase is two or more similar phrases connected by co-ordinate conjunctions, expressed or understood; as, *The box of gold and of silver* is here.

Complex Phrase is two or more connected phrases one of which modifies some word in one of the other connecting phrases.

By the light of the moon we read it.

The phrase *of the moon* modifies *light* in the phrase *by the light*.

Prepositional Phrase is one composed of a preposition and its object, with or without modifiers; as, *The box of paper* is here.

Infinitive Phrase is one composed of an infinitive and its object with or without modifiers; as, *To run a race* is good exercise.

Participial Phrase is one composed of a participle and its object, with or without modifiers; as, *The man firing the gun* is here.

Noun Phrase is one used like a noun and may be subject or object of a verb, object of a preposition, or a predicate complement.

ILLUSTRATIONS :

SUBJECT OF A VERB.

1. *To play ball* is fun. (Infinitive).
2. *Playing ball* is fun. (Participle).

OBJECT OF A VERB.

1. You ought *to forgive him*. (Infinitive).
2. We enjoy *playing ball*. (Participle).

OBJECT OF A PREPOSITION.

1. The boys called from *behind the fence*. (Prepositional).
2. I am about *to buy the book*. (Infinitive).
3. His eyes were ruined by *reading the fine print*. (Participle).

PREDICATE NOUN.

1. Out of sight is *out of mind* they say. (Prepositional).
2. To work is *to be happy*. (Infinitive).
3. His work is *sowing the seed*. (Participle).

Adjective Phrase is one used like an adjective to modify a noun or pronoun.

ILLUSTRATIONS :

1. The box *of paper* is here.

He with the box is here.

These are prepositional, adjective phrases modifying the noun *box* and the pronoun *he*, respectively.

2. His effort *to find the paper* was noteworthy.

This is an infinitive, adjective phrase modifying *effort*.

His efforts were *of great value*.

This is a prepositional, adjective phrase modifying *effort* and used as the predicate complement of *were*.

3. The boy *having lost the ball* left.

He *having lost the ball* left.

These are participial, adjective phrases, modifying *boy* and *he*, respectively.

Adverbial Phrase is one which is used like an adverb to modify a verb, adjective, or other adverb.

ILLUSTRATIONS :

1. MODIFYING A VERB.

The boy swam *across the water*. (Prepositional).

The boy swam *to see the float*. (Infinitive).

2. MODIFYING AN ADJECTIVE.

This water is bad *for the child*. (Prepositional).

This water is bad *to give the child*. (Infinitive).

3. MODIFYING AN ADVERB.

The boy does nicely *for a beginner*. (Prepositional).

The boy ran quickly *to catch him*. (Infinitive).

Independent Phrase is one which has no connection with any other word in the sentence.

For my part, I had rather go than stay. (Prepositional).

To be honest, I think you are responsible. (Infinitive).

He losing the game, who can expect to win. (Participial).

CLAUSES

Clause is a group of words containing a subject and predicate and used as a part of a sentence. It may, like a sentence, also contain a complement and modifiers.

I. Classes.

A. ACCORDING TO RANK.

1. INDEPENDENT OR PRINCIPAL. 2. DEPENDENT OR SUBORDINATE.

B. ACCORDING TO USE.

1. NOUN. 2. ADJECTIVE. 3. ADVERB.

Principal or Independent Clause is one which if used alone will make complete sense. *I will go* if you wish it.

A Subordinate or Dependent Clause is one which is used either as a noun, adjective, or adverb, in a sentence. A sentence containing a subordinate clause is complex. *I will go if you wish it*.

Subordinate clauses are introduced by relative or interrogative pronouns, conjunctive adverbs, or subordinate conjunctions.

In sentences containing short direct quotations the whole sentence is usually the principal clause, and the quotation the subordinate clause, used as a noun. There is usually no introductory word to connect them. He said, "Let us go."

Noun or Substantive Clause is one used as a noun and may be either a subject, object of a verb or preposition, predicate noun or in apposition. It is introduced by a compound relative pronoun, interrogative pronoun used indirectly, conjunctive adverb, or a subordinate conjunction.

What always introduces a noun clause.

ILLUSTRATIONS :

1. *That the money was lost*, is true. (Subject).

2. We knew *that the money was lost*. (Object of the verb).

3. He knew with *whom he had to deal*. } (Object of a preposition).
It will depend upon *what he says*. }

4. The point is *what will she do now*. (Predicate noun).

5. The fact *that he did it*, will prevent all trouble. (Apposition).

It is not right *that we should go*. In apposition with *IT*.

INFINITIVE CLAUSE. This is another form of the noun clause. The infinitive is preceded by its subject in the objective case which, with the infinitive, forms a clause which is the object or attribute of the verb in the principal clause. It is used after verbs of *wishing*, *commanding*, etc.

Adjective Clause is one used as an adjective to modify a noun or pronoun and is introduced by a relative pronoun or conjunctive adverb. (A conjunctive adverb is an adverb which is so nearly like a relative pronoun that we can substitute for it the phrase *in which*).

ILLUSTRATIONS:

I like the house *that he built*. (Modifies noun, *house*).

He *who builds there* must build well. (Modifies pronoun, *he*).

This is the place *where* (in which) they went. (Modifies noun *place*).

Adverbial Clause is one used to modify a verb, adjective or other adverb, and is introduced by a conjunctive adverb or a subordinate conjunction.

ILLUSTRATIONS:

1. MODIFYING A VERB—He found his book *where he left it*.

2. MODIFYING AN ADJECTIVE—He is glad *that he found it*.

3. MODIFYING AN ADVERB—He built better *than he thought*.

SENTENCE .

I. Definition—A group of words used as a statement, question, command or entreaty, and so expressing a complete thought.

II.—Classification.

1. ACCORDING TO USE.

Declarative—one used to make an affirmative or negative statement; as, I found the book. I did not find the book.

Interrogative—is one used to ask a question; a. Did you find the book?

Imperative—One used to express a command or entreaty; as, Find the book. Each of the above may be *EXCLAMATORY* if strong feeling is expressed.

2. ACCORDING TO FORM.

a. **Simple**—One which contains but one clause. It has only one subject and predicate, but either of these may be compound. The bird sings.

The book and pencil were lost. (Compound subject).

The girl lost but found the book. (Compound predicate).

The girl lost the book and pencil. (Compound object).

b. **Complex**—One which has one independent or principal clause and one or more dependent or subordinate clauses. He knows the boy that broke it.

He knows the boy is the independent clause and makes complete sense if used alone—that broke it, is the subordinate clause modifying noun boy.

c. **Compound**—One which has at least two independent clauses. These independent clauses may contain a subordinate clause and so be complex, but the whole independent member must make complete sense if used alone.

Beautiful thoughts make beautiful souls, and a beautiful soul makes a beautiful face.

The house that Jack built was sold; and the house that John built was destroyed by fire.

III.—Parts Composing the Sentence.

A. PARTS ACCORDING TO STRUCTURE.

1. WORDS 2. PHRASES. 3. CLAUSES. (See pages 1 to 29.)

B. PARTS ACCORDING TO USE.

IN ALL SENTENCES.

1. SUBJECT. 2. PREDICATE.

IN SOME SENTENCES.

1. SUBJECT. 6. ADVERBIAL MODIFIERS.

2. PREDICATE. 7. CONNECTIVES.

3. OBJECT COMPLEMENT. 8. PREPOSITIONS.

4. PREDICATE COMPLEMENT OR ATTRIBUTE. 9. INDEPENDENT ELEMENTS.

5. ADJECTIVE MODIFIERS.

IV. Analysis.**V. Synthesis.**

Subject and Predicate.—The two principal parts according to their use that every sentence must contain are the SUBJECT and PREDICATE.

Subject is that part of a sentence about which something is said. It is usually a noun or pronoun but may be a word, phrase, or clause used like a noun. If a noun or pronoun it is always in the nominative case; as, *The boy is here*.

Predicate is that part of a sentence which is used to say something of the subject. It is a verb; as, *The fish swims*.

Complete Subject is a subject with all its modifiers.

Complete Predicate is all the rest of the sentence; that is the verb and its modifiers, together with its complement if it has any, and its modifiers.

(*The beautiful dog*) (*was killed by the train*.)

(Complete Subject) (Complete Predicate).

Modifiers—The subject and predicate are frequently modified or limited in meaning by other words which are said to be *modifiers*.

Adjective Modifiers—A word, phrase, or clause modifying an appositive or a possessive noun or pronoun used as an adjective modifying the subject or any other noun or pronoun in the sentence.

Adverbial Modifiers—A word, phrase, or clause modifying a verb, adjective, or adverb in the sentence.

Prepositions and Conjunctions. The sentence may also contain a *preposition* to show relation between two words in the sentence; or a *conjunction* to connect different parts of the sentence.

Independent Elements—These are sometimes found in sentences; such as, an *interjection*, *independent nouns* or *pronouns*.

Complements—Object or Predicate.

If the verb is transitive it is completed by an OBJECT. This is either a word, noun or pronoun, or a phrase, or clause, used as a noun. If a noun or pronoun it is always in the objective case; as, *He bought a book*.

If the verb is copulative or passive, it is completed by a PREDICATE COMPLEMENT or ATTRIBUTE which is either an *adjective* or a *noun* or the equivalent of either. If an adjective it modifies the subject; if a noun it is in the same case as the subject, meaning the same person or thing.

It is a fine book. *She is sick.*

Analysis is the separating of a sentence into its various parts stating how each is used. **Diagraming** is analyzing by means of lines.

Before analyzing or diagraming, rearrange all indirect sentences to the direct form. *Is he here?* *He is here.* “*Listen,*” said the little man. The little man said, “*You listen.*”

FORM FOR THE ANALYSIS OF SIMPLE SENTENCES.

The downfall of Quebec quickly decided the fate of the French.

KIND OF SENTENCE—Simple, declarative.

COMPLETE SUBJECT—The downfall of Quebec.

COMPLETE PREDICATE—Quickly decided the fate of the French.

SUBJECT WORD—Downfall.

PREDICATE WORD—Decided.

COMPLEMENT—Fate.

MODIFIERS OF SUBJECT—Article, *the*

Simple, prepositional, adjective phrase—*of Quebec*.

MODIFIERS OF PREDICATE—Adverb, quickly.

MODIFIERS OF COMPLEMENT—Article, *the*, and the simple prepositional adjective phrase, *of the French*. *French* modified by article, *the*.

FORM FOR THE ANALYSIS OF COMPOUND SENTENCES.

The satellites revolve in orbits around the planets and the planets move in orbits around the sun.

KIND OF SENTENCE—Compound, declarative.

FIRST CO-ORDINATE CLAUSE—The satellites revolve in orbits around the planets.

SECOND CO-ORDINATE CLAUSE—The planets move in orbits around the sun.

CONNECTIVE—Conjunction, *and*.

FIRST CLAUSE.

ENTIRE SUBJECT—The satellites.

ENTIRE PREDICATE—Revolve in orbits around the planets.

SUBJECT WORD—Satellites.

PREDICATE WORD—Revolve.

MODIFIERS OF SUBJECT—Article, *the*.

MODIFIERS OF PREDICATE—Simple, prepositional, adverbial phrase *in orbits*.

Simple, prepositional, adverbial phrase *around the planets*.

SECOND CLAUSE.—To be treated the same as the first clause.

FORM FOR THE ANALYSIS OF COMPLEX SENTENCES.

I that denied thee gold will give my heart.

KIND OF SENTENCE—Complex declarative.

PRINCIPAL CLAUSE—I will give my heart.

SUBORDINATE CLAUSE—That denied thee gold.

CONNECTIVE—Relative Pronoun—*that*.

ENTIRE SUBJECT—I that denied thee gold.

ENTIRE PREDICATE—Will give my heart.

PRINCIPAL CLAUSE.

ENTIRE SUBJECT—I.

ENTIRE PREDICATE—Will give my heart.

SUBJECT WORD—I.

PREDICATE WORD—Will give.

OBJECT—Heart.

MODIFIERS OF SUBJECT—Subordinate Clause—that denied thee gold.

MODIFIERS OF PREDICATE—

MODIFIERS OF OBJECT—Pronoun, *my*.

SUBORDINATE CLAUSE.—To be treated the same as the Principal Clause.

Synthesis is the uniting of two or more sentences to form one sentence which may be either simple, compound, or complex.

ILLUSTRATIONS:

SIMPLE SENTENCE.

Perry defeated the English.

He did so in the battle of Lake Erie.

This battle took place during the War of 1812.

During the War of 1812 Perry defeated the English in the battle of Lake Erie.

COMPOUND SENTENCE.

We have met the enemy.

The enemy are ours.

We have the enemy and they are ours.

COMPLEX SENTENCE.

Perry was a brave commander.

Perry defeated the English.

He did so in the battle of Lake Erie.

Perry who defeated the English in the battle of Lake Erie was a brave commander.

SPECIAL WORDS.

Lie and Lay. LIE is an intransitive verb and must not have an object; LAY is transitive verb and must be completed by an object. Care should be exercised in using the various different parts.

PRESENT	PAST	PRESENT PERFECT	PAST PERFECT
lie (to lie down)	lay	lying	lain
lay (to put in place)	laid	laying	laid

Sit and Set. SIT is the intransitive verb and SET the transitive, requiring an object (except in speaking of the sun).

PRESENT	PAST	PRESENT PERFECT	PAST PERFECT
sit	sat	sitting	sat
set	set	setting	set

May and Can

MAY should be used to show permission and CAN to show ability or power to do something; as, May I leave the room? means that permission is asked to go out.

Can I leave the room? means that one is asking if he is able to go out.

Ought. It never changes its form and is used only in the present. Having no past tense it cannot be used with *had*.

(Incorrect) Mary hadn't ought to go. (Correct) Mary ought not to go.

Shall and Will

In asking a question in the first person either singular or plural, that is, with *I* or *we* always use SHALL.

In asking questions in the second or third person use either SHALL or WILL according to the one expected to be used in the answer.

To show future time use SHALL in the first person and WILL in the second and third.

To show determination use WILL in the first person and SHALL in the second and third.

Above rules are true of SHOULD and WOULD.

Seen and Saw. SEEN is always used together with some form of *have* or *be*, but never alone. If the past tense is to be indicated use SAW.

ET is something incorrectly used for ate or eaten. EATEN should only be used in connection with *have* or *be*.

That may be used in several different ways.

1. (RELATIVE PRONOUN) The book *that* was lost is found.
2. (DEMONSTRATIVE PRONOUN) *That* is my book.
3. (DEMONSTRATIVE ADJECTIVE) *That* book is mine.
4. (SUBORDINATE CONJUNCTION) *That* the earth is round is known.

As may be used

1. (RELATIVE PRONOUN) After *such* or the *SAME*.
A book such as I have is cheap.
2. (ADVERB) He is *as* tall as I am.
3. (CONJUNCTIVE ADVERB) He is as tall *as* I am.
4. (SUBORDINATE CONJUNCTION) *As* the boy is here, we can go.
5. (PREPOSITION) *As* a writer, he is distinguished.

Only should always immediately precede the word it modifies.

I bought a book.

Only I bought a book. (No other person bought one.)

I only bought a book. (No other act than buying was performed), did not sell, etc.

I bought only a book. (No other article was purchased).